

UDOT Consultant Services

Right of Way Services & Local Government Pool
July 1, 2007 through June 30, 2010

June 11, 2007

Contact for additional information:

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Acquisition

Firms & Individuals
American Acquisition Group, LLC (AAG) - D. Wade Brown
B2 Land Services, LLC - Maurine L. Bauchman
Charles Larsen*
David E. Larsen
David L. Peterson - Peterson Properties & Acquisitions, Inc.
Denis H. Browning - Browning Land Services
Edward T. Peterson - Intermountain Property & Acquisition Services, Inc.
Gale Padgett - Padgett Properties
Gulf Coast Property Acquisition, Inc. - Brian D. Armitage
HDR Engineering - Brent Jensen*
H.W. Lochner, Inc. - Tyler Robirds
Jim Kenyon - Kenyon Consulting, Inc.
Joel Nelson - Joel Nelson Land Services, LLC
Judy Larsen
K. Cartwright Associates, Inc. - James M. McCarthy
Layne K. Schaugaard
Leslie Jo Abplanalp*
O R Colan - Stephen Toth*
Paragon Partners Ltd. - Steven R. Stelpflug
Partnership Properties - Thomas Davis*
Property Specialists - Patty Paulson*
Smith-Roberts Land Services - Mark Bilyeu*
Universal Field Services, Inc. - Larry Risinger
Wendy Hansen - W.L.C. Consulting
Wilbur Smith Associates - Freddie C. Law
Wilson & Company - Charles Gustafson, PE

* Added June 11, 2007 through RFQ for Pool Period July 1, 2007 through June 30, 2010

Appraisal Review

Individuals Only
Charles W. Larsen*
D. Hunter Thomson
Darrin W. Liddell
David Van Drimmelen
Eric Van Drimmelen
J. Allen Payne
J. Phillip Cook
Jeff S. Allen
John W. Lang
Layne K. Schaugaard
Lenard J. Owens
Michele E. Jakob
Richard F. Schettler
Thomas D. Singleton
Troy A. Lunt*
Virginia H. Hylton
William R. Lang

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Complex Appraisal

Individuals Only
Blaine D. Hales*
Brent T. Clark
Charles W. Larsen*
D. Hunter Thomson
Darrin W. Liddell
David P. Holtby
David Van Drimmelen
Eric Leonhardt*
Eric Van Drimmelen
Gary R. Free
Greg Bess*
J. Allen Payne
J. Phillip Cook
Jeff S. Allen
John W. Lang
Kendall S. Mitchell
Kimball W. Probst
Layne K. Schaugard
Lenard J. Owens
M. Todd Hopkins
Michele E. Jakob
Richard F. Schettler
Stanford S. McConkie
Stephen D. Stuart
Thomas D. Singleton
Troy A. Lunt*
Virginia H. Hylton
William R. Lang

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Lead Agent, Complex Projects

Firms & Individuals
B2 Land Services, LLC - Maurine L. Bachman
Gulf Coast Property Acquisition, Inc. - Brian D. Armitage
H.W. Lochner, Inc. - Tyler Robirds
K. Cartwright Associates, Inc. (KCA) - James M. McCarthy
Layne K. Schaugaard
Padgett Properties - Gale Padgett
Universal Field Services, Inc. - Larry Risinger
Wilson & Company - Charles Gustafson

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Lead Agent, Non-Complex Projects

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HDR Engineering - Brent Jensen*
H.W. Lochner, Inc. - Tyler Robirds
K. Cartwright Associates, Inc. (KCA) - James M. McCarthy
O R Colan - Stephen Toth*
Padgett Properties - Gale Padgett
Paragon-Partners Ltd. - Steven R. Stelpflug
Peterson Properties & Acquisitions, Inc. - David L. Peterson
Smith-Roberts Land Services - Mark Bilyeu*
Universal Field Services, Inc. - Larry Risinger
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Relocation, Non-Residential

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American Acquisition Group, LLC (AAG) - D. Wade Brown
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H. W. Lochner, Inc. - Tyler Robirds
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Relocation, Residential

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David L. Peterson - Peterson Properties & Acquisitions, Inc.
Denis H. Browning - Browning Land Services
Edward T. Peterson - Intermountain Property & Acquisition Services, Inc.
Gale Padgett - Padgett Properties
Gulf Coast Property Acquisition, Inc. - Brian D. Armitage
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Judy Larsen
K. Cartwright Associates, Inc. - James M. McCarthy
Maurine L. Bauchman - B2 Land Services, LLC
O R Colan - Stephen Toth*
Paragon Partners Ltd. - Steven R. Stelpflug
Property Specialists - Patty Paulson*
Smith-Roberts Land Services - Mark Bilyeu*
Universal Field Services, Inc. - Larry Risinger
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Residential Appraisal

Individuals Only
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David Van Drimmelen
J. Allen Payne
Jeanette H. Payne
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Steven Kartchner*
Thomas D. Singleton

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Title & Closing Services*

Firms
Equity Title Insurance Agency - Cali Crews*
Executive Title Insurance Agency - Alan Nielson*
First American Title Insurance Agency - Ray Whitney*
Founders Title Company - Duane Phillips*
Merrill Title Company - Jeffrey Merrill*
Metro National Title - Douglas Boulden*
Northern Title Company - Stephen Adams*
Southern Utah Land Title - Randy Cowdin*
Township Title Insurance Agency - David Moore*

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Acquisition

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Smith-Roberts Land Services, Inc.	Mark W. Bilyeu	mbilyeu@srls.net	4720 Richmond Square, Oklahoma City, OK 73118	405-843-7500		405-840-0242
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Appraisal Review						
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LECG, LLC	Jeff S. Allen	jsallen@lecg.com	5107 S. 900 E, Ste 200, SLC, UT 84117	801-281-4600		801-281-4601
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Layne K. Schaugaard	Layne K. Schaugaard	lschaugaard@uta.coq.ut.us	3600 S. 700 W., SLC, UT 84130	801-262-5626, x2438	801-558-7898	801-287-4647
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Lang Appraisal Service, Inc.	William R. Lang	jsb@aros.net	2350 Phyliden Dr., Ste 1, Holladay, UT 84117-4509	801-273-1444	801-597-4851	801-273-1480
Complex Appraisal						
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D. Hunter Thomson	D. Hunter Thomson	dhtmai@comcast.net	1422 N. 50 W., Centerfille, UT 84014		801-510-5031	801-294-0294
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Bodell-Van Drimmelen	Eric Van Drimmelen	eric@valueutah.com	774 E. 2100 S., SLC, UT 84106	801-487-3691	801-510-3318	801-487-9940
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Layne K. Schaugaard	Layne K. Schaugaard	sas@aros.net	4171 Charles Dr., WVC, UT 84120	801-558-7898		801-968-2779
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Bodell-Van Drimmelen	M. Todd Hopkins	ttodd@valueutah.com	774 E. 2100 S., SLC, UT 84106	801-487-3691	801-694-5321	801-487-9940
Bodell-Van Drimmelen	Michele E. Jakob	michelejakob@yahoo.com	774 E. 2100 S., SLC, UT 84106	801-487-3691		801-487-9940
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Singleton & Company	Thomas D. Singleton	tdsingleton@hotmail.com	Box 37 (1095 S. 400 E.), Providence, UT 84332	435-752-7290	435-757-3081	435-753-5113
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K. Cartwright Associates Inc. - James M. McCarthy	Kristine E. Cartwright	kristinec@kca-assoc.com	180 S. 300 W., Ste. 232, SLC, UT 84101	801-671-1957		801-671-2170
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Layne K. Schaugaard	Layne K. Schaugaard	lschaugaard@uta.coq.ut.us	3600 S. 700 W., SLC, UT 84130			
Layne K. Schaugaard	Layne K. Schaugaard	sas@aros.net	4171 Charles Dr., WVC, UT 84120	801-558-7898		801-968-2779
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Universal Field Services, Inc.	Larry Risinger	lrisinger@ufsrw.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	719-260-9646	719-338-0080	719-260-9781
Wilson & Company - Charles Gustafson	Steve Droge	steve.droge@wilsonco.com	455 E. Pikes Peak Ave., Ste 200, Colorado Springs, CO 80903-3675	800-728-5858		719-520-0108
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Charles W. Larsen	Wayne Larsen	charleswlarsen@hotmail.com	2527 E. Sunset Dr. Layton, UT 84040	801-699-3889		
Gulf Coast Property Acquisition, Inc.	Brian D. Armitage		P.O. Box 155, SLC, UT 84106	866-421-7863		863-647-9513
HDR Engineering, Inc.	Brent W. Jensen	briensen@hdrinc.com	3995 S. 700 E., Ste. 100, SLC, UT 84107-2594	801-743-7800	801-259-9087	801-743-7878
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Gale Padgett	Gale Padgett	gpadgett@uta.coq.ut.us	3600 S. 700 W., SLC, UT 84130	801-287-2426	801-750-5058	801-287-2565
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Paragon Partners Ltd.	Steven R. Stelpflug	sstelpflug@paragon-partners.com	3760 S. Highland Dr., Ste 413, SLC, UT 84106-4265			
David L. Peterson	David L. Peterson	dpeterson1795@msn.com	10537 North Forty Way, S. Jordan, UT 84095		801-558-4778	801-254-9697
Smith-Roberts Land Services, Inc.	Mark W. Bilyeu	mbilyeu@srls.net	4720 Richmond Square, Oklahoma City, OK 73118	405-843-7500		405-840-0242
Universal Field Services, Inc.	Larry Risinger	lrisinger@ufsrw.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	719-260-9646	719-338-0080	719-260-9781
Wilson & Company - Charles Gustafson	Steve Droge	steve.droge@wilsonco.com	455 E. Pikes Peak Ave., Ste 200, Colorado Springs, CO 80903-3675	800-728-5858		719-520-0108

Relocation, Non-Residential						
FIRM OR INDIVIDUAL NAME	CONTACT	EMAIL ADDRESS	BUSINESS ADDRESS	TELEPHONE	CELL PHONE	FAX
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David L. Peterson	David L. Peterson	dpeterson1795@msn.com	10537 North Forty Way, S. Jordan, UT 84095		801-558-4778	801-254-9697
Gale Padgett	Gale Padgett	gpadgett@uta.co.ut.us	3600 S. 700 W., SLC, UT 84130	801-287-2426	801-750-5058	801-287-2565
Gulf Coast Property Acquisition, Inc.	Brian D. Armitage		P.O. Box 155, SLC, UT 84106	866-421-7863		863-647-9513
H.W. Lochner, Inc.	Tyler Robirds	trobirds@hwlochner.com	310 E. 4500 S., Ste 600, Murray, UT 84107	801-262-8700		801-262-8885
Kenyon Consulting	Jim Kenyon	jken241@aol.com	P.O. Box 1903, Orem, UT 84059	801-785-6606	801-687-6438	
Joel Nelson Land Services, LLC	Joel Nelson	joelnelson@networld.com	3325 E. 4090 S., SLC, UT 84124	801-278-8396		801-278-2417
K. Cartwright Associates Inc. - James M. McCarthy	Kristine E. Cartwright	kristinec@kca-assoc.com	180 S. 300 W., Ste. 232, SLC, UT 84101	801-671-1957		801-671-2170
Paragon Partners Ltd.	Steven R. Stelpflug	ssstelpflug@paragon-partners.com	3760 S. Highland Dr., Ste 413, SLC, UT 84106-4265	714-379-3376, x218	562-619-0373	801-273-3477
Universal Field Services, Inc.	Larry Risinger	lrisinger@ufsrw.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	719-260-9646	719-338-0080	719-260-9781
W.L.C. Consulting	Wendy Hansen	WLCHansen@msn.com	1779 E. Mombo Dr., Sandy, UT 84092	801-631-6121		801-572-0991
Wilbur Smith Associates	Freddie C. Law	flaw@wilbursmith.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	404-226-5321		770-297-8948
Wilson & Company - Charles Gustafson	Steve Droge	steve.droge@wilsonco.com	455 E. Pikes Peak Ave., Ste 200, Colorado Springs, CO 80903-3675	800-728-5858		719-520-0108
Relocation, Residential						
FIRM OR INDIVIDUAL NAME	CONTACT	EMAIL ADDRESS	BUSINESS ADDRESS	TELEPHONE	CELL PHONE	FAX
American Acquisition Group, LLC (AAG) - D. Wade Brown	Katherine M. Maxwell		5600 W. Mariner Street, Ste 104, Tampa, FL 33609-3443	813-287-8191	813-230-4493	813-287-8272
David L. Peterson	David L. Peterson	dpeterson1795@msn.com	10537 North Forty Way, S. Jordan, UT 84095		801-558-4778	801-254-9697
Browning Land Services - Denis H. Browning	Denis H. Browning	dbrowning@redrock.net	386 N. Windsor Dr., Washington, UT 84780	435-674-0283	435-668-6050	435-674-0283
Intermountain Property & Acquisition Services, Inc.	Edward T. Peterson	ed072159@msn.com	1002 E. Southford Dr., Draper, UT 84020	801-572-9394	801-718-1803	801-572-8994
Gale Padgett	Gale Padgett	gpadgett@uta.co.ut.us	3600 S. 700 W., SLC, UT 84130	801-287-2426	801-750-5058	801-287-2565
Gulf Coast Property Acquisition, Inc.	Brian D. Armitage		P.O. Box 155, SLC, UT 84106	866-421-7863		863-647-9513
HDR Engineering, Inc.	Brent W. Jensen	briensen@hdrinc.com	3995 S. 700 E., Ste. 100, SLC, UT 84107-2594	801-743-7800	801-259-9087	801-743-7878
H.W. Lochner, Inc.	Tyler Robirds	trobirds@hwlochner.com	310 E. 4500 S., Ste 600, Murray, UT 84107	801-262-8700		801-262-8885
Kenyon Consulting	Jim Kenyon	jken241@aol.com	P.O. Box 1903, Orem, UT 84059	801-785-6606	801-687-6438	
Joel Nelson Land Services, LLC	Joel Nelson	joelnelson@networld.com	3325 E. 4090 S., SLC, UT 84124	801-278-8396		801-278-2417
Judy Larsen Acquisition Services	Judy Larsen	judyvalarsen@hotmail.com	2527 E. Sunset Dr. Layton, UT 84040	801-699-3889		801-771-9340
K. Cartwright Associates Inc. - James M. McCarthy	Kristine E. Cartwright	kristinec@kca-assoc.com	180 S. 300 W., Ste. 232, SLC, UT 84101	801-671-1957		801-671-2170
B2 Land Services, LLC	Maurine L. Bauchman	maurine.bauchman@comcast.net	P.O. Box 520374, SLC, UT 84152	801-583-0507	801-550-8904	801-583-0507
O.R. Colan Associates	Stephen J. Toth	stoth@orcolan.com	4367 Rocky River Dr., Cleveland, OH 44135	216-252-5272		216-252-5275
Paragon Partners Ltd.	Steven R. Stelpflug	ssstelpflug@paragon-partners.com	3760 S. Highland Dr., Ste 413, SLC, UT 84106-4265	714-379-3376, x218	562-619-0373	801-273-3477
Property Specialists Inc.	Patty Paulson	patty@property-specialists.net	975 Roberta Lane, Ste 104-B, Sparks, NV 89431	775-332-6500, x102	775-225-0024	775-332-6510
Smith-Roberts Land Services, Inc.	Mark W. Bilyeu	mbilyeu@srls.net	4720 Richmond Square, Oklahoma City, OK 73118	405-843-7500		405-840-0242
Universal Field Services, Inc.	Larry Risinger	lrisinger@ufsrw.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	719-260-9646	719-338-0080	719-260-9781
W.L.C. Consulting	Wendy Hansen	WLCHansen@msn.com	1779 E. Mombo Dr., Sandy, UT 84092	801-631-6121		801-572-0991
Wilbur Smith Associates	Freddie C. Law	flaw@wilbursmith.com	6660 Delmonico Dr., Ste D-450, Colorado Springs, CO 80919-1856	404-226-5321		770-297-8948
Wilson & Company - Charles Gustafson	Steve Droge	steve.droge@wilsonco.com	455 E. Pikes Peak Ave., Ste 200, Colorado Springs, CO 80903-3675	800-728-5858		719-520-0108
Residential Appraisal						
FIRM OR INDIVIDUAL NAME	CONTACT	EMAIL ADDRESS	BUSINESS ADDRESS	TELEPHONE	CELL PHONE	FAX
Brent L. Anderson	Brent L. Anderson	bedrockbrent@comcast.net	1806 W. Lawrence Cir., S. Jordan, UT 84095	801-304-4266	801-548-0602	801-304-4288
D. Hunter Thomson	D. Hunter Thomson	dhtmai@comcast.net	1422 N. 50 W., Centerfille, UT 84014		801-510-5031	801-294-0294
Bodell-Van Drimmelen	David Van Drimmelen	Davevandee@yahoo.com	774 E. 2100 S., SLC, UT 84106	801-487-3691	801-589-4278	801-487-9940
J Allan Payne	J Allan Payne	Allan@PayneAppraisal.com	8553 S. Sugarloaf Land, Sandy, UT 84093	801-942-0598		804-942-1094
JH Payne & Associates	Jeanette H. Payne	Jeanette@PayneAppraisal.com	8553 S. Sugarloaf Land, Sandy, UT 84093	801-942-0598		804-942-1094
Lang Appraisal Service, Inc.	John W. Lang	jsb@aros.net	2350 Phyliden Dr., Ste 1, Holladay, UT 84117-4509	801-273-1444	801-550-9925	801-273-1480
Bedrock Appraisal, Inc.	Steven T. Kartchner	bedrocksteve@earthlink.net	11984 S. Lampton View Dr., Riverton, UT 84065	801-304-4266	801-259-2580	801-304-4288
Singleton & Company	Thomas D. Singleton	tdsingleton@hotmail.com	Box 37 (1095 S. 400 E.), Providence, UT 84332	435-752-7290	435-757-3081	435-753-5113
Title & Closing Services						
FIRM OR INDIVIDUAL NAME	CONTACT	EMAIL ADDRESS	BUSINESS ADDRESS	TELEPHONE	CELL PHONE	FAX
Equity Title Insurance Agency, Inc.	Cali Crews	calc@equitytitleutah.com	6671 S. Redwood Road, Ste 101, W. Jordan, UT 84084	801-270-0200		801-270-0210
Executive Title Insurance Agency, Inc. - Brad McCoy	Alan Nielson	alan@executivetitle.us	881 W. Baxter Dr., S. Jordan, UT 84095	801-815-2971		801-858-2156

First American Title Insurance Agency, LLC	Ray B. Whitney		560 S. 300 E., SLC, UT 84111	801-578-8803		866-894-0193
Founders Title Company	Duane J. Phillips	duanep@founderstitle.com	746 E. Winchester St., Ste 100, SLC, UT 84107	801-261-5505		801-262-2741
Merrill Title Company	Jeffrey R. Merrill	jarrod@merrilltitle.com	6965 Union Park Center, Ste 200, Midvale, UT 84047	801-255-5775	801-580-0218	801-255-6119
Metro National Title	Douglas D. Boulden	doug@metrotitle.com	345 E. Broadway, SLC, UT 84111	801-363-6633	801-815-7815	801-363-6651
Northern Title Company	Stephen Adams	stevea@natherntitle.net	11 W. Center, Logan, UT 84321	435-752-3600	435-881-3554	435-752-3612
Southern Utah Land Title	Randy Cowdin	randy@sutc.com	20 N. Main, Ste 300, St. George, UT 84770	435-628-0404	435-634-7560	435-634-7561
Township Title Insurance Agency, Inc.	David W. Moore	david@townshiptitle.com	4849 S. State, Ste 2, Murray, UT 84107	801-266-6113		801-266-6031

UTAH DEPARTMENT OF TRANSPORTATION

**REQUEST FOR QUALIFICATIONS
(RFQ)**

**UDOT'S
RIGHT OF WAY SERVICES
&
LOCAL GOVERNMENT POOL**

**The Pool Is For Small and Simple Right of Way Service Contracts
Under \$400,000 (cradle to grave)**

**POOL PERIOD
JULY 1, 2007 - JUNE 30, 2010**

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POOL RFQ REQUIREMENTS SUMMARY

Pool Project Restrictions

The UDOT Right of Way Services & Local Government Pool is for small and simple right of way service contracts under \$400,000 from start to completion. Other qualifications-based selection processes are available through Consultant Services and should be used for projects that may exceed this limit. Please contact Gaye Hettrick, Consultant Services Manager, for more information at (801) 965-4639.

Pool Project Locations

Various locations statewide

Sources of Funding

Federal, Local, State or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

4501 S. 2700 W. 4th Floor / NE Corner

Box 148490

Salt Lake City, UT 84119-5998

Office: (801) 965-4639

Fax: (801) 965-4796

Email: ghettrick@utah.gov

Right of Way Service Program Questions

Lyle McMillan, Director of ROW

4501 S. 2700 W. 4th Floor

Box 148420

Salt Lake City, UT 84119-8420

Office: (801) 965-4331

Email: lmcmillan@utah.gov

Local Newspaper Saturday Advertisement Dates

February 24, March 3, 10, 17, and 24, 2007

Statements of Qualifications Due

Tuesday, April 10, 2007 Before 11:00 a.m.

Any SOQ received after 11:00 a.m. on April 10, 2007 will be considered non-responsive and will be disqualified. It is the Consultant's responsibility to ensure the SOQ is **received** by Consultant Services prior to the deadline.

Early Submittals Accepted

SOQ's will be accepted only from Monday, April 2, 2007 until Tuesday, April 10, 2007 before 11:00 a.m.

Electronic Submittal Required

Electronic submittal of SOQ's is required.

New Pool List Website Posting

Monday, February 26, 2007

New Pool Period

July 1, 2007 through June 30, 2010

Open Pool Period

The Right of Way Division, having developed our Consultant Pool process guidelines as part of their Manual of Instructions, is opening the existing Pool for new qualified individuals to assist the Right of Way Division in maintaining a complete and qualified list of Consultants for UDOT and Local Government Entities to select from.

Note: The intent of this open Pool period is to allow new applicants the opportunity to submit qualifications. If qualified, the new applicants will be added to the existing pool which was originally opened July 1, 2005 and which will expire on June 30, 2010.

Additional Qualifications

The Right of Way Unit, UDOT and/or Local Government Project Managers reserve the right to ask for additional qualification information before a contractual agreement is signed with a Consultant (firm or individual) from the Pool list.

Financial Screening

The Right of Way Unit reserves the right to develop and include Financial Screening as part of their contracting/agreement process. Consultants may then be required to agree upon an annual hourly rate of pay.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/index.php/m=c/tid=548>.

SELECTION SCHEDULE

Date	Day	Action
2/24/07	Saturday	Advertisement of Pool RFQ in newspapers
2/26/07	Monday	Posting of Pool RFQ on UDOT Consultant Services Project Advertisement website
3/3/07	Saturday	2 nd Advertisement of Pool RFQ in newspapers
3/10/07	Saturday	3 rd Advertisement of Pool RFQ in newspapers
3/17/07	Saturday	4 th Advertisement of Pool RFQ in newspapers
3/24/07	Saturday	5 th Advertisement of Pool RFQ in newspapers
4/2/07	Monday	Early Submittal of SOQ's Allowed
4/10/07	Tuesday	Pool Statements of Qualifications are due by 11:00 a.m.
5/18/07	Friday	Scores Due from Selection Team Members to Consultant Services
6/28/07	Friday	Pool List Website Posting

RIGHT OF WAY SERVICES POOL RFQ ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of qualified Consultants/Contractors (Firms or Individuals) to respond to our Right of Way Services & Local Government Pool Request for Qualifications. The existing Pool consists of eight (8) specific Work Disciplines that allow UDOT and Local Government entities to select qualified Consultants/Contractors for small and simple Right of Way service projects beginning **July 1, 2005 through June 30, 2010**. Under this RFQ six (6) of the 8 specific Work Disciplines will be opened for the selection of **additional** qualified Consultants/Contractors for small and simple or non complex Right of Way service projects beginning July 1, 2007. Additionally, there is a new Work Discipline that is open under this RFQ for the first time. See Title/Closing Services. Those Consultants/Contractors already listed as qualified are not required to resubmit to remain qualified.

If you are interested in submitting a Statement of Qualifications for any or all of the previously established 6 Work Disciplines, or for the New Discipline (Title/Closing Services), the Request for Qualifications information will be available on Monday, February 26, 2007 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614.

The deadline for submitting Statements of Qualifications is 11:00 a.m. on Tuesday, April 10, 2007. The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use Disadvantaged Business Enterprise and/or Women Business Enterprise's as sub-consultants where practicable. UDOT also encourages DBE/WBEs to respond to the Pool RFQ.

February 24, 2007

John R. Njord
Executive Director
Utah Department of Transportation

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary. The Department strongly urges individuals to apply for each Work Discipline, if minimum qualifications can be met.

Introduction Letter

The letter addressed to Lyle McMillan, Director of Right of Way Services, will need to identify that the Consultant or Contractor:

- 1) Has read the RFQ;
- 2) Understands the Acceptance and Completion Criteria, submittal and financial screening requirements;
- 3) Understands the Pool Project and Consultant or Contractor Caps/Limits;
- 4) Is willing to follow all state and federal contracting requirements;
- 5) Understands that policy & procedures & processes may change during the Pool Period and that UDOT will require Consultant and Contractor compliance that may mean proactive and positive behavior while change is taking place;
- 6) Interest in UDOT & Local Government project success;
- 7) Career highlights in Work Discipline;
- 8) Disclosure of any Real Estate Division License Review or Disciplinary Action taken in any form during last 5 years of career; and,
- 9) Certification, License and other information (number, expiration date, state etc.).

In addition, the letter is required to:

- 1) Include a **contact person and information** (name, title, office phone, fax number, address, **email** address, cell phone) in case our Pool Selection Team has questions about the submittal;
- 2) Include in the upper right hand corner the **Work Discipline Name**. No page number is required on letter. The letter may only be one-page in length; and,
- 3) Disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations Received that included a score of zero or one in any category.

Separate SOQ Submittal Required for **Each** Work Discipline

A separate SOQ submittal is required for each Work Discipline you are interested in submitting for. The **Work Discipline Name** should be clearly marked in the upper right hand corner of the Introduction Letter.

SOQ Maximum Number of Pages

The maximum number of pages for each SOQ, not counting the Introduction Letter, is **ten (10)**

Any SOQ that exceeds the page-maximum will be disqualified.

SOQ Page Numbers

Every page shall be numbered consecutively, 1,2,3, ... 10. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1.

Page Footers

Page Footers are required on every page bottom right corner and must include the following information:

- 1) Consultant/Contractor Name (Individual or Firm);
- 2) Work Discipline Title; and
- 3) Page number.

Margins

One Inch Margins for all 10 pages (Page Footer information may be inside or outside of this boundary).

Color

Submittals should be in black and white (excluding letterhead).

Font

Size 11 or 12 is preferred.

Script

Arial or Times New Roman is preferred.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet the above requirements.

Electronic SOQ Submittal Required

- 1) Submit an electronic PDF file of the SOQ by email to Gaye Hettrick, Consultant Services Manager and RFQ Administrator, ROWSOQ@utah.gov, prior to the deadline. You will receive an automatic email acknowledgement of receipt.
- 2) A separate email submittal for each SOQ is required.
- 3) The email must have the Work Discipline then Firm Name in the subject line.
- 4) If an email is submitted without the attachment, the submittal will be considered non-responsive.
- 5) If for some reason you are unable to email your submittal, a CD with SOQ files delivered to Consultant Services by the deadline, will be accepted.

SOQ Deadline

Tuesday, April 10, 2007 before 11:00 a.m. Consultant Services will accept electronic submittal of SOQs beginning Monday, April 2, 2007.

Rejection of Statements of Qualifications

Any SOQ that is not received by Consultant Services by the submittal deadline of 11:00 a.m. will be considered non-responsive and will be disqualified.

Penalty Points

The Department reserves the right (through Consultant Services and/or the Selection Teams) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal just help standardize/streamline the Pool Review Process for the Reviewers.

POOL ACCEPTANCE AND COMPLETION CRITERIA

Pool Acceptance and Completion Criteria

The Right of Way Division reserves the right to develop and mandate new requirements as deemed allowable by UDOT, FHWA and other operational requirements, or mandated by state or federal statutes.

Contract Caps/Consultant Limits

It is the responsibility of all parties (UDOT, Consultants, and Local Governments) to make sure that each project seeking Consultant selection from the Pool meets the **Project Limit of \$400,000 (cradle to grave)** and the Consultant Pool Period Cumulative Cap of **\$900,000 for Local Government Projects** and **\$1,250,000 for State Projects**. No exceptions.

Work Disciplines

A Pool of qualified Consultants or Contractors (firms or individuals) will be selected to cover each area of service (Work Disciplines) the Department deems necessary for upcoming projects. Project Managers are encouraged to use the 50% Scope of Work/Work Plan Rule which will help them determine what Work Discipline to check when selecting a Consultant.

Pool Qualification Cut-Off Level

UDOT and FHWA have predetermined the cut-off level of acceptability for this new Pool Period. We will not disclose this information to Consultants or the Pool Selection Team Members until after July 1, 2007. Consultant Services does not want to bias the scoring process.

Prime Consultant Requirements

Pool Contract Language states that a Prime Consultant will perform **60%** of the total contract value. Any variation from this procedure will need to be noted in the UDOT's Project Manager Approval Memo so that the contract language may be altered.

Prime Consultant Pool Dollar Availability

All contract and modification costs (including subconsultant costs) will count towards the Prime Consultant's Cumulative Pool Dollars.

Consultant Selection

The selecting Project Managers will make sure that each Consultant selected for a Right of Way Pool Contract has the following contracting status available prior to contacting the Consultant:

- 1) Pool Dollar Availability; and
- 2) Consultant Cumulative Dollar Availability.

Consultant Services Current Contract and/or Modification Requirements

The Department requires standard contract and contract modification documentation. Any variation from this will require full justification in the Consultant's Work Plan and in the Project Manager's Approval Memo. Please contact the Director of Right of Way for more information regarding what information is required for Right of Way Services Contracts/Agreements. **Right of Way has developed criteria and/or ratings criteria for right of way service and guidelines regarding contracts that will include a specific scope of work for each assignment to a consultant/contract agent. Please contact the Director of ROW for more information.**

Insurance Requirements

The Department reserves the right to require all Consultants and Subconsultant(s) selected for Pool Projects to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department. Insurance Waivers may be requested through the UDOT Project Manager in writing who will then submit the request to Risk Management and Consultant Services for approval.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants and Subconsultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants and Subconsultants shall conform to all state, federal, and Right of Way operational requirements.

Consultant Personnel/Certification Requirements

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people who may work on projects for the Department must meet certain certification requirements it must be reflected in each SOQ that the Consultant has met this requirement.

Authorization to Begin Work

Right of Way is the only authorized agent to give a Notice to Proceed for all Right of Way Services Contracts. This may come via e-mail or fax and will then be followed through by an official letter. Consultants may request an early Notice of Intent to Contract with the UDOT ROW Lead Agent or the UDOT Project Manager in writing if a specific incident arises where UDOT needs to allow work to begin prior to a NTP. The UDOT Project Manager is then required to submit this request in writing justifying and supporting the request to the Director of Right of Way.

Note: For Right of Way Services Contracts, if an early Notice of Intent to Contract is given, it will come from the Director of Right of Way (or authorized person) in writing with specific limitations and expectations for the Consultant and the UDOT Project Manager. Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Payments and Retainage Fee

As needed, UDOT ROW reserves the right, to retain 5% of the contract amount. Project Managers, the Right of Way Lead Agent, or other Right of Way Manager shall determine when partial and/or full retainage should be released to a Consultant. Consultant Services and the Comptrollers Office suggest that a project evaluation be executed (UDOT and Consultant Signature) prior to the written release of retainage request being submitted.

Project Evaluation Requirements

The Right of Way unit will monitor and evaluate consultants using the established ratings criteria for each service. Consultant cumulative ratings will be evaluated as part of the Right of Way close out process once all right of way has been cleared for a project. Please contact the Director of Right of Way for more information.

Consultant Project Evaluation Form

As described in the UDOT Right of Way Processes and Procedures Manual, Consultants who receive unsatisfactory ratings based on the established ratings criteria may be debarred from future UDOT or Local Government Projects from 6 months to 3 years. Therefore, evaluations and the quality of work performed by the Consultant should be taken very seriously.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants are required to divulge current (last 5 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

Note: Consultants who are debarred from working in the current Pool Period will receive a letter from Right of Way Services and a copy of the Consultant Project Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List (by Right of Way) to notify Project Managers and Local

Government Entities that no new work can be given to this firm/individual until the debarment time is over. Consultants should contact the Director of Right of Way for information regarding a Debarment Appeals Process.

Pool Debriefing Opportunities

Right of Way Unit may offer Consultant Pool Debriefs by email within 90 days of receiving an email request. Debriefing information will include 1) Discipline Scores and 2) Not Qualified ("0") Selection Team Reviewer Comments. Please contact the Director of Right of Way for more information.

Training Requirements

Consultants and Subconsultants will be required to provide the Department any necessary training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of **three** years after the Pool selection is made. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. Please contact the Director of Right of Way for more information.

Pre-award Audit

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Technology Requirements

It is the responsibility of the Consultant/Contractor or Subconsultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Please contact the Director of Right of Way for more information.

**RIGHT OF WAY SERVICES WORK DISCIPLINES
(FOR 2005-2010)**

#	WORK DISCIPLINE TITLES	INDIVIDUAL OR FIRM SUBMITTALS
1	Acquisition Services	Individual or Firm
2	Relocation Services, Non-Residential	Individual or Firm
3	Relocation Services, Residential	Individual or Firm
4	Complex Appraisal Services	Individual
5	Residential Appraisal Services	Individual
6	Appraisal Review Services	Individual
7	Lead Agent Services, Complex Projects	Individual or Firm
8	Lead Agent Services, Non-Complex Projects	Individual or Firm

**WORK DISCIPLINES OPEN FOR THIS CURRENT RFQ WILL BE LIMITED TO THE FOLLOWING
(FOR 2007-2010)***

#	WORK DISCIPLINE TITLES	INDIVIDUAL OR FIRM SUBMITTALS (Department Recommends Individual Submittals)
1	Acquisition Services	Individual or Firm
3	Relocation Services, Residential	Individual or Firm
4	Complex Appraisal Services	Individual
5	Residential Appraisal Services	Individual
6	Appraisal Review Services	Individual
8	Lead Agent Services, Non-Complex Projects	Individual or Firm
9	Title/Closing Services (New)	Firm

* Consultants who have already qualified in a work discipline will not need to resubmit to continue to be considered qualified

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #1

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			

Note: If a Selection Team Reviewer rates a Consultant “**Not Qualified = 0**”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.

ROW WORK DISCIPLINE - #1

Heading	<p>Acquisition Services</p> <p>Applicants in this category shall perform complex Acquisition Service assignments. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this Work Discipline you must show qualifications in each area below.</p>
1	<p>Introduction Letter</p> <p>➤ See Instructions – Page 7</p>
2	<p>State Licenses/Certifications/Training</p> <p>➤ RE License – Required. Agents must be licensed by July 1, 2007 or before work can be performed under this service as an acquisition agent for UDOT or a Local Government Agency in Utah.)</p> <p>➤ Notary – required before work can be performed as an acquisition agent</p> <p>➤ Certification (IRWA or Other) – considered but not required</p> <p>➤ Training/Seminars – Applicable training is required</p> <p>(List applicable training successfully completed and or applicable seminars attended, include the date/location of each class or seminar).</p>
3	<p>Qualifications/Experience</p> <p>Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following:</p> <p>➤ References (Contact Information – address, office/cell phone, fax, e-mail).</p> <p>➤ Date(s) of Service.</p> <p>➤ Description of Work Performed including format of work submitted.</p> <p>(Your experience as a staff or consultant acquisition agent may be rated based on past experience with UDOT as well as on the information you include with this submission.)</p> <p>If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).</p>

ROW WORK DISCIPLINE - #2

Work Discipline #2 Relocation Services, Non-Residential Relocation Services is not open for new Consultants / Contractors to submit Statements of Qualifications.

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #3

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Reviewer will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #3

Heading	Relocation Services, Residential Applicants in this category shall perform Relocation Services, Residential assignments. In order to qualify for this Work Discipline you must show qualifications in each area below. Applicants must be able to submit work in a prescribed format using specific computer programs from remote personal computers. In order to qualify for this work discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications/Training ➤ RE License – highly recommended but not required ➤ Certifications (IRWA or Other) - highly recommended, not required. ➤ Training/Seminars - required List applicable training successfully completed and/or applicable seminars attended, include the date of each class or seminar.
3	Qualifications/Experience Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant relocation agent may be rated, based on past experience with UDOT, as well as on the information you include with this submission). If needed, include a sample relocation study or report or sufficient information to demonstrate your ability to successfully perform this service (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #4

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #4

Heading	Complex Appraisal Services Applicants in this category perform Complex Appraisal assignments of both partial of properties. The Appraiser must be proficient and knowledgeable of ROW Appraisal techniques and methods and be able to demonstrate that they have successfully appraised such properties. Applicants must hold Certified General Appraiser License from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications/Training ➤ Certified General Appraisal License From Utah - minimum requirement ➤ Designations (considered but not required.) ➤ Certifications (IRWA or other) – considered but not required. ➤ Training/Seminars – required. Include a statement or summary of your education background, courses successfully completed, and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising. Include the date, at least the year, of each class or seminar.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services, etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). Please submit a copy of a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #5

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #5

Heading	Residential Appraisal Services Applicants in this category perform Residential Appraisal Service assignments consistent with total acquisitions of residential dwellings of one to four family units. Appraisers in this category are NOT allowed to complete assignments involving partial acquisitions requiring before and after valuations. The applicant must hold either a Certified General Appraiser or Certified Residential Appraiser license from the State of Utah. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications/Training ➤ Certified Residential Appraisal License From Utah – minimum requirement, or ➤ Certified General Appraisal License From Utah ➤ Designations (considered but not required) ➤ Certifications (IRWA or Other), considered but not required. ➤ Training/Seminars – required. Include a statement or summary of your education background, courses successfully completed and seminars attended. Maximum points will be awarded for education in right of way/eminant domain appraising. Include the dates (at least the year) of the training.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Applicable Clients ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). If needed provide a sample appraisal or excerpt from an appraisal which demonstrates your knowledge and or experience in residential appraising, (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #6

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	20		X 4 =	
3	Qualifications/Experience	25		X 5 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #6

Heading	Appraisal Review Services Applicants in this category perform Appraisal Reviews of both partial and total acquisitions of properties. The Appraiser must be proficient and knowledgeable of Right of Way Appraisal techniques and methods and be able to demonstrate that they have successfully reviewed such appraisals. Applicants must hold a Certified General Appraiser license from the State of Utah. Applicants for this Work Discipline must also apply and be qualified for Complex Appraisal Services. In order to qualify for this Work Discipline you must show qualifications in each area below.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications/Training ➤ Certified General Appraisal License from Utah – minimum requirement ➤ Designations (Considered but not required) ➤ Certifications (IRWA or Other) Considered but not required. ➤ Training/Seminars – Required. Include a statement or summary of your education background, courses successfully completed and seminars attended. Maximum points will be awarded for education in right of way/eminent domain appraising.
3	Qualifications/Experience Summarize your appraisal experience in the following categories: appraisal, appraisal review, expert witness, consulting services etc. ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ List of Clients (Limited to Applicable Experience.) ➤ Date(s) of Service ➤ Description of Work Performed (Your experience as a staff or consultant appraiser or review appraiser may be rated based on past experience with UDOT as well as on the information you include with this submission). Please include a copy of a Summary of Values which includes a Before and After Summary of values from an appraisal or appraisal problem demonstrating your knowledge of eminent domain appraisal practices under the applicable state and federal rules, (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).

ROW WORK DISCIPLINE – #7

Work Discipline 7 Lead Agent Services, Complex Projects is not open for new Consultants / Contractors to submit Statements of Qualifications.

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #8

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	15		X 3 =	
3	Qualifications/Experience	30		X 6 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant's Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #8

Heading	Lead Agent Services, Non-Complex Projects Applicants in this category shall perform non-complex Lead Agent Service assignments for uncomplicated projects that can be performed by an independent Lead Agent. Examples of non-complex projects include intersection projects, projects with few or no relocations, and projects that can be easily managed by an individual Lead Agent.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications/Training ➤ RE License (not required) ➤ Designations (considered but not required) ➤ Certifications (IRWA or Other) ➤ Training/Seminars List applicable training with dates of each course successfully completed and or seminars attended.
3	Qualifications/Experience ➤ References (Contact Information – address, office/cell phone, fax, e-mail) ➤ Dates of Service ➤ Description of Work Performed <ul style="list-style-type: none"> ○ Include the name of the project, size of the project, complexity of the project, (i.e., the number and type of properties acquired, number of displaces by household or business, number of properties managed, number of right of way agents supervised, work performed by the agents supervised for the project, and the length of time it took to clear the right of way, etc.) Include a sample of a project management plan or “Action Plan” for a project you have managed or plan to manage as a “lead agent”. The plan must include an all-inclusive preliminary Right of Way cost estimate and a staffing resource plan. Your experience as a “lead agent” may be rated based on past experience with UDOT as well as on the information you include with this submission (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).

SCORING CRITERIA & WORK DISCIPLINE REQUIREMENTS - #9

The Right of Way Services & Local Government Pool Discipline Selection Review Team will evaluate and Score Statements of Qualifications proposals in accordance with the criteria and rating scale below:

RATING SCALE: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Introduction Letter	5		X 1 =	
2	State Licenses/Certification/Training	15		X 3 =	
3	Qualifications/Experience	30		X 6 =	
Total Points		50			
Note: If a Selection Team Reviewer rates a Consultant “ Not Qualified = 0 ”, the Review will be required to submit detailed comments on the Consultant’s Individual Scoring Form. Comments will be given to the Consultant in their debriefing email.					

ROW WORK DISCIPLINE - #9

Heading	Title and Closing Services This service is open to Full Service Title/Escrow Agencies only. Qualified Agencies shall provide UDOT or Local Government Agencies all typical title closing/escrow services.
1	Introduction Letter ➤ See Instructions – Page 7
2	State Licenses/Certifications ➤ Title Insurance Agency shall be licensed in the State of Utah. ➤ Please list any staff with specialized licenses/ certifications (Include the job title and licenses or certifications held by each staff person listed).
3	Qualifications /Experience ➤ Add any other qualifications that explain and support the qualifications and experience of the firm and its staff. ➤ Consultant, Local Public Agency work, or work experience with a State Agency etc. Include the following: ➤ References (Contract Information – address, office/cell phone, fax, e-mail ➤ Description of work performed including format of work submitted. (Your experience may be rated based on past experience with UDOT as well as on the information you include with this submission.) If applicable, submit a sample of your work. (Please note: your entire response including this section, is limited to 10 pages as noted on page 7 of this RFQ).